



2016-17 NC Pre-K Plan Teacher Placement Process Instructional Manual

This manual describes the changes to the NC Pre-K Plan for the teacher placement process for the 2016-17 program year. The instructions guide you through the actions to place teachers in both public and private sites/classrooms in the NC Pre-K Plan.

Teacher List Screen

After logging into the NC Pre-K Plan, click the **Teacher List** button to begin the teacher placement process.

This will take you to the Teacher List Screen.

Plan Forms List

School Year:

- test Halifax Warren SmartStart Partnership for Children
- test Harnett County Partnership for Children
- test Hertford County Public Schools
- test Hoke County Schools
- test Hyde County Schools
- test Iredell County Partnership for Young Children
- test Jones County Partnership for Children
- test Lee County Partnership for Children
- test Lenoir-Greene Partnership for Children
- test Martin County Schools
- test McDowell County Schools
- test Mitchell Intermountain Children

Buttons: Change Request, View, Missing Fields, **Teacher List**, CR List, Print Menu

On the **Teacher List** screen, all **Active** teachers will be displayed who have previously been entered in the NC Pre-K Plan.

Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active	Incomplete	CR
<input type="radio"/>	Angela	Gowen	Not Currently Assigned				Active		
<input type="radio"/>	Angela	Horton	Not Currently Assigned				Active		
<input type="radio"/>	Aquilla	Alston	Mariam Boyd Elementary	33-93-WA-MB-01	Assistant		Active		
<input type="radio"/>	Barbara	Smith-Hill	Weldon Preschool Center	33-42-03-05	Lead		Active		
<input type="radio"/>	Bernadine	Pittman	Not Currently Assigned				Active		
<input type="radio"/>	Beth	Brewer	Not Currently Assigned				Active		
<input type="radio"/>	Betsey	Dawson	Not Currently Assigned				Active		
<input type="radio"/>	Betty	Scott	Weldon Preschool Center	33-42-03-03	Lead		Active		
<input type="radio"/>	Blondell	Mallory	Not Currently Assigned				Active		
<input type="radio"/>	Brenda	Brickhouse	Not Currently Assigned				Active		

Buttons: Edit, Place Teacher, Previous, Next

To include **Inactive teachers** in the list, click the box for **Show Inactive**. The inactive teachers will be highlighted in light orange.

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request
 Contract Number: 2655917 User: Jeanne Barnes Fiscal Year: 2016-2017

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Teacher List

Show Inactive: ←

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active	Incomplete	CR
<input type="radio"/>	Amber Michelle	Mooneyham					Inactive		
<input type="radio"/>	Angela	Gowen	Not Currently Assigned				Active		
<input type="radio"/>	Angela	Hedgepeth					Inactive		
<input type="radio"/>	Angela	Horton	Not Currently Assigned				Active		
<input type="radio"/>	Aquilla	Alston	Mariam Boyd Elementary	33-93-WA-MB-01	Assistant		Active		
<input type="radio"/>	Barbara	Smith-Hill	Weldon Preschool Center	33-42-03-05	Lead		Active		
<input type="radio"/>	Bernadine	Pittman	Not Currently Assigned				Active		
<input type="radio"/>	Beth	Brewer	Not Currently Assigned				Active		
<input type="radio"/>	Betsey	Dawson	Not Currently Assigned				Active		
<input type="radio"/>	Betty	Scott	Weldon Preschool Center	33-42-03-03	Lead		Active		

Edit Place Teacher Previous Next

At the bottom of the **Teacher List** screen, you will see four buttons:

- **Edit** – click to edit information for the teacher’s demographics, classroom assignment, education, licensure and credentials
- **Place Teacher** – click to begin the process for placing teachers in the NC Pre-K sites/classrooms
- **Previous and Next** – click to move through the tabs at the top of the screen for Committee, Contract Info, County, Sites, Classrooms, Teachers and Budget

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request
 Contract Number: 2655917 User: Jeanne Barnes Fiscal Year: 2016-2017

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Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active	Incomplete	CR
<input type="radio"/>	Angela	Gowen	Not Currently Assigned				Active		
<input type="radio"/>	Angela	Horton	Not Currently Assigned				Active		
<input type="radio"/>	Aquilla	Alston	Mariam Boyd Elementary	33-93-WA-MB-01	Assistant		Active		
<input type="radio"/>	Barbara	Smith-Hill	Weldon Preschool Center	33-42-03-05	Lead		Active		
<input type="radio"/>	Bernadine	Pittman	Not Currently Assigned				Active		
<input type="radio"/>	Beth	Brewer	Not Currently Assigned				Active		
<input type="radio"/>	Betsey	Dawson	Not Currently Assigned				Active		
<input type="radio"/>	Betty	Scott	Weldon Preschool Center	33-42-03-03	Lead		Active		
<input type="radio"/>	Blondell	Mallory	Not Currently Assigned				Active		
<input type="radio"/>	Brenda	Brickhouse	Not Currently Assigned				Active		

Edit Place Teacher ← → Previous Next

New Teacher:

On the **Teacher List** screen, click the **Place Teacher** button without selecting a name to start a record for a **New Teacher**.

This will take you to the Place Teacher screen.

Plan: test Halifax Warren SmartStart Partnership for Children **Edit Mode:** Change Request
Contract Number: 2655917 **User:** Jeanne Barnes **Fiscal Year:** 2016-2017

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Committee Contract Info County Sites Classrooms **Teachers** Budget Instructions

Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active	Incomplete	CR
<input type="radio"/>	Angela	Gowen	Not Currently Assigned				Active		
<input type="radio"/>	Angela	Horton	Not Currently Assigned				Active		
<input type="radio"/>	Aquilla	Alston	Mariam Boyd Elementary	33-93-WA-MB-01	Assistant		Active		
<input type="radio"/>	Barbara	Smith-Hill	Weldon Preschool Center	33-42-03-05	Lead		Active		
<input type="radio"/>	Bernadine	Pittman	Not Currently Assigned				Active		
<input type="radio"/>	Beth	Brewer	Not Currently Assigned				Active		
<input type="radio"/>	Betsey	Dawson	Not Currently Assigned				Active		
<input type="radio"/>	Betty	Scott	Weldon Preschool Center	33-42-03-03	Lead		Active		
<input type="radio"/>	Blondell	Mallory	Not Currently Assigned				Active		
<input type="radio"/>	Brenda	Brickhouse	Not Currently Assigned				Active		

Edit **Place Teacher** Previous Next

On the **Place Teacher** screen, click the **New Teacher** button. The next step will be to enter the teacher's name, teacher type, site and classroom with start/end dates.

Note: A field has been added to enter the middle and/or maiden name.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

--New Teacher-- Cassandra Mills Dorothy Christine Fenner Jill Burnette Phyllis Whitaker
 Angela Gowen Cathy Jones Dywhaun Mitchell Kim Dailey Priscilla Henderson
 Angela Horton Charita Stephenson Ebony Jones LaTasha Brown Queen Boyd
 Aquilla Alston Charlene V. Boyette Francesca Bullock Linda Tyson Hargrove Rhonda Michelle Mushaw
 Barbara Smith-Hill Cheryl Wingfield Gail Johnson Lindsey Goble Rose Marie Williams
 Bernadine Pittman Chris Beaker Claude Watson Lois Cheek Samantha Lee Pierce

Please enter the teacher's legal name.

First Name Middle Name Maiden Name Last Name

Teacher Ethnicity: **Hispanic** Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Teacher Type:

Site:

Classroom:

Start Date: End Date:

Next STEP

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

Existing Teacher:

To place an existing active teacher in a site/classroom, select the radio button beside the teacher's name and click **Place Teacher**.

This will take you to the Place Teacher screen.

Contract Number: 2655917 User: Jeanne Barnes Fiscal Year: 2016-2017

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Committee Contract Info County Sites Classrooms Teachers Budget Instructions

Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active	Incomplete	CR
<input checked="" type="radio"/>	Angela	Gowen	Not Currently Assigned				Active		
<input type="radio"/>	Angela	Horton	Not Currently Assigned				Active		
<input type="radio"/>	Aquilla	Alston	Mariam Boyd Elementary	33-93-WA-MB-01	Assistant		Active		
<input type="radio"/>	Barbara	Smith-Hill	Weldon Preschool Center	33-42-03-05	Lead		Active		
<input type="radio"/>	Bernadine	Pittman	Not Currently Assigned				Active		
<input type="radio"/>	Beth	Brewer	Not Currently Assigned				Active		
<input type="radio"/>	Betsey	Dawson	Not Currently Assigned				Active		
<input type="radio"/>	Betty	Scott	Weldon Preschool Center	33-42-03-03	Lead		Active		
<input type="radio"/>	Blondell	Mallory	Not Currently Assigned				Active		
<input type="radio"/>	Brenda	Brickhouse	Not Currently Assigned				Active		

Edit Place Teacher Previous Next

On the **Place Teacher** screen, you will see the teacher's name and the site/classroom assignment from the **prior year**. The next step will be to enter the teacher type, site and classroom with start/end dates for the **current year**.

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request
Contract Number: 2655917 User: Jeanne Barnes Fiscal Year: 2016-2017

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Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

--New Teacher-- Cassandra Mills Dorothy Christine Fenner Jill Burnette Phyllis Whitaker

Angela Gowen Cathy Jones Dywhaun Mitchell Kim Dailey Priscilla Henderson

Angela Horton Charita Stephenson Ebony Jones LaTasha Brown Queen Boyd

Aquilla Alston Charlene V. Boyette Francesca Bullock Linda Tyson Hargrove Rhonda Michelle Mushaw

Barbara Smith-Hill Cheryl Wingfield Gail Johnson Lindsey Goble Rose Marie Williams

Bernadine Pittman Chris Becker Cloda Watson Lois Check Samantha Lee Pierce

Place teacher: Angela Gowen

Prior Classes:	Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
	Prior Year	Clara Hearne Early Childhood Center	33-42-RR-CH-08	Lead	08/17/2015	05/31/2016	

Teacher Type:

Site:

Classroom: Site has no active classrooms.

Start Date: End Date:

Cancel Next

Next STEP

Placing a Teacher in a Classroom

The [Next Steps](#) to place either a new or existing teacher in a site/classroom are:

1. Select the teacher type (Lead, Assistant, Long-term Lead, Long-term Assistant)
2. Select the Site
3. Select the Classroom
4. Enter the start and end date (dates must be between 7/1/2016 and 6/30/2017)
5. Click Next



Plan: test: nairax warren SmartStart Partnership for Children Edit Model: Change Request
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Place Teacher
 If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

--New Teacher--

Cassandra Mills

Dorothy Christine Fenner

Jill Burnette

Phyllis Whitaker

Angela Gowen

Cathy Jones

Dywhaun Mitchell

Kim Dailey

Priscilla Henderson

Angela Horton

Charita Stephenson

Ebony Jones

LaTasha Brown

Queen Boyd

Aquilla Alston

Charlene V. Boyette

Francesca Bullock

Linda Tyson Hargrove

Rhonda Michelle Mushaw

Barbara Smith-Hill

Cheryl Wingfield

Gail Johnson

Lindsey Goble

Rose Marie Williams

Bernadine Pittman

Chris Barker

Glenda Watson

Lois Cheek

Samantha Lee Blanton

Place teacher: Barbara Smith-Hill

	Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
Prior Classes:	Prior Year	Weldon Preschool Center	33-42-03-05	Lead	08/17/2015	06/30/2016	

Teacher Type:

Site: Site Type: Public School

Classroom:

Start Date: End Date:

Cancel
Next


Next

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

ENTER


Lead Teacher – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Public School** site/classroom
- and the required education/licensure information has been entered
- the Lead Teacher will automatically be assigned to the site/classroom

You will not need to submit a change request.

Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

Teacher: Barbara Smith-Hill

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: **Hispanic**

Yes No

Teacher's Race

(Check at least one, and all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

[Education, License and Credentials are Editable](#)

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	Weldon Preschool Center	33-42-03-05	Lead	08/01/2016	06/15/2017	NC Pre-K Primary: \$473	Edit	Delete
Prior Year	Weldon Preschool Center	33-42-03-05	Lead	08/17/2015	06/30/2016			

[New](#)

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	08/26/2014		Automatic
Assistant	All Sites	08/26/2014		Automatic
Long-term Substitute Assistant	All Sites	08/26/2014		Automatic
Long-term Substitute Lead	All Sites	08/26/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Early Childhood Education		Earned	08/26/2014	Yes	2015-2016 : No	Edit	Delete

[New](#)

Licensure

License	Status	Effective Date	6 Documented Hours		
B-K /Pre-K/K Standard Prof II	Holds	08/26/2014		Edit	Delete

[New](#)



If the required information is not entered for the Lead Teacher:

- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/licensure.

Teacher: Angela Gowen

Please enter the teacher's legal name. Teacher Ethnicity: **Hispanic** Yes No

First Name: Teacher's Race (Check at least one, and all that apply)

Middle Name:

Maiden Name:

Last Name: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Active:

Education, License and Credentials are Editable

Classroom Assignment

The Teacher is not approved to teach in a public site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Weldon Preschool Center	33-42-03-03	Lead	08/01/2016	06/30/2017		Delete
Prior Year	Clara Hearne Early Childhood Center	33-42-RR-CH-08	Lead	08/17/2015	05/31/2016		

Teacher Qualification - One of the following criteria must be met:

Lead: A Lead teacher must have earned a BA/BS degree or higher and holds a BK or Pre-K/K Add-On license.

Lead: A Lead teacher must have earned a BA/BS degree or higher, holds another license and working toward a BK or Pre-K/K Add-On license.

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	09/03/2014		Automatic
Long-term Substitute Assistant	All Sites	09/03/2014		Automatic
Long-term Substitute Lead	All Sites	09/03/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Child Development		Earned	09/03/2014	Yes	2015-2016 : No	Edit	Delete

Licensure

License	Status	Effective Date	6 Documented Hours	
				New

Enter license information

Once you enter the **required information**, the Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Angela Gowen

Please enter the teacher's legal name. Teacher Ethnicity: **Hispanic** Yes No

First Name: Teacher's Race (Check at least one, and all that apply)

Middle Name:

Maiden Name:

Last Name: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Active:

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Weldon Preschool Center	33-42-03-03	Lead	08/01/2016	06/30/2017	NC Pre-K Primary: \$473	Edit Delete
Prior Year	Clara Hearne Early Childhood Center	33-42-RR-CH-08	Lead	08/17/2015	06/15/2016	NC Pre-K Primary: \$473	

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	01/01/2015		Automatic
Assistant	All Sites	09/03/2014		Automatic
Long-term Substitute Assistant	All Sites	09/03/2014		Automatic
Long-term Substitute Lead	All Sites	09/03/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Child Development		Earned	09/03/2014	Yes	2015-2016 : No	Edit	Delete

Licensure

License	Status	Effective Date	6 Documented Hours	
B-K /Pre-K/K Standard Prof II	Holds	01/01/2015	2016-2017 : Not Applicable	Edit Delete

Lead Teacher – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- and they were approved in the **Prior Year** based on holding either a **SP1 or SP2 B-K License**
- the Lead Teacher will automatically be assigned to the site/classroom

You will not need to submit a change request.

Lead Teacher assignment to the private site/classroom is **Active** and process is **Complete**

Teacher: Cynthia Monterrosa

Please enter the teacher's legal name.

First Name:

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: **Hispanic**

Teacher's Race
(Check at least one, and all that apply)

Yes No

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White / European American

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD Unit?
If yes, date submitted to EESLPD:

Yes No NA

Education, License and Credentials are Read Only

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Lead	08/01/2016	06/15/2017	NC Pre-K Primary: \$650 NC Pre-K Secondary: \$470	Edit Delete
Prior Year	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Lead	08/17/2015	06/07/2016	NC Pre-K Primary: \$650 NC Pre-K Secondary: \$470	

 complete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	05/06/2014		Automatic
Lead	Alamance Developmental Center-Lifespan Circle School	08/17/2015	06/07/2016	Override
Lead	Private Sites	07/01/2016	06/30/2017	Override
Long-term Substitute Assistant	All Sites	05/06/2014		Automatic
Long-term Substitute Lead	All Sites	05/06/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours
BA / BS		Human Growth and Development	Earned	05/06/2014	Yes	

Licensure

License	Status	Effective Date	6 Documented Hours
B-K /Pre-K/K Standard Prof I	Holds	04/10/2014	



When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- **but did not hold** either a **SP1 or SP2 BK License**
- the Lead Teacher will **not** be assigned to the private site/classroom as Active

You will need to submit a change request.

Teacher: Angie Kerr

Please enter the teacher's legal name.

First Name:

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: Hispanic

Yes No

Teacher's Race

(Check at least one, and all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD Unit? Yes No NA

If yes, date submitted to EESLPD:

Education, License and Credentials are Read Only

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
Prior Year	Care-O-World Enrichment Center	02	Lead	08/18/2015	06/09/2016	NC Pre-K Primary: \$650 NC Pre-K Secondary: \$215

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	09/04/2014		Automatic
Lead	Care-O-World Enrichment Center	08/18/2015	06/09/2016	Override
Assistant	All Sites	09/04/2014		Automatic
Long-term Substitute Assistant	All Sites	09/04/2014		Automatic
Long-term Substitute Lead	All Sites	09/04/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours
BA / BS	Child Development		Earned	09/04/2014	Yes	2015-2016 : No

Licensure

License	Status	Effective Date	6 Documented Hours
NC Lateral Entry BK License	Holds	09/20/2012	2015-2016 : Yes



To submit a change request, on the **Place Teacher** screen you will enter the required information and **Click Next**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

--New Teacher--
 Cindy Jewell
 Jennifer Tuten
 Mildred Hardison
 Sandra Askew
 Adrian Winters
 Danielle Price
 Jennifer Williams
 Molly Cooper-Coggins
 Stephanie Fore
 Amber Gaskins
 Gladys Winfield
 Laticia Carraway
 Patricia Shelton
 Tameka Smith
 Angie Kerr
 Jennifer Mondragon
 Marie Hogans
 Preshonee Peterson
 Teresa Clayton
 April Doane
 Jennifer Prevatt
 Martha Morales-Gonzalez
 Rachita Grimes
 Valerie Johnson
 Chadette Enroll
 Jennifer Barnhart
 Melissa Curkies
 Pamela Madew

Place teacher: **Angie Kerr**

Prior Classes:	Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
	Prior Year	Care-O-World Enrichment Center	02	Lead	08/18/2015	06/09/2016	NC Pre-K Primary: \$650 NC Pre-K Secondary: \$215

Teacher Type:

Site: Site Type: Private Non-profit child care center

Classroom:

Start Date: End Date:

 

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

When you click the **Next** button, the next screen will be the **Change Request** screen. Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.

Add Additional Teacher Type

This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approved, then that teacher can be placed in any classroom for the duration of the change request. A change request must be sent to the NC Pre-K State Office to approve the requested changes.

CR #1

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

Teacher Name: Angie Kerr

Requested

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

Start Date:

End Date:

Approved

Teacher Type:

Site:

Classroom:

Site Type: Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

New Comment:

Comment History:



If the Lead Teacher being placed in a **Private** site/classroom is a **New Teacher**, you **will need to submit a change request**.

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.



--New Teacher-- Burt Reynolds JANICE SMITH Michelle Melvin Tammy Jackson

Alfredia Bryant Carolyn Richardson Julie Brawley Sandra Autry-Hopkins Tammy Jordan

Alice Wonder Christy Hales Kathi Ward Satella Washington Tonya Landreth

Betsy Helms Debbie Brisson Kathryn King Edge Sharon Fryar Trema Hunt

Betty Wilds Jacqueline Johnson Kelley Rachels Stephanie Worley Valerie Morris

Blake Shelton Janice Morris Robinson Laurie McNeill Susan Fullmer Mica Lannon Freeman

Please enter the teacher's legal name.

First Name	Middle Name	Maiden Name	Last Name
Betty			Rubble

Teacher Ethnicity: Hispanic Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White / European American

Teacher Type:

Site: Site Type: Private For-profit child care center

Classroom:

Start Date: End Date:

 

ENTER 

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

When you click the **Next** button, the next screen will be the **Change Request** screen.

Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.

Add Additional Teacher Type

This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approved, then that teacher can be placed in any classroom for the duration of the change request. A change request must be sent to the NC Pre-K State Office to approve the requested changes. CR #2

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

Teacher Name: Betty Rubble

Requested

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

Start Date:

End Date:

Approved

Teacher Type:

Site:

Classroom: Site has no active classrooms.

Site Type: Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

New Comment:

Comment History:

Not Submitted



Existing Teacher Assistant – Public School and Private Sites:

When you choose an **Existing Teacher Assistant** from the **Place Teacher** screen and **Click Next** :

- if the Teacher Assistant is being placed in **either** a **Public School or Private** site/classroom
- and they were approved in the **Prior Year**
- the Teacher Assistant will automatically be assigned to the site/classroom

You will not need to submit a change request.

Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

Public School Site:

Teacher: Ashley Cox

Please enter the teacher's legal name.

First Name: Ashley Middle Name: Maiden Name: Last Name: Cox Active: Active

Teacher Ethnicity: Hispanic Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Yes No Working Toward NA

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

If yes, check all that apply:
 2 Years of relevant ECE experience
 6 ECE semester hours

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	South Graham Elementary	01000430	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Edit	Delete
Prior Year	South Graham Elementary	01000430	Assistant	07/17/2015	06/03/2016	Teacher is an assistant, and is not reimbursed.		

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	08/13/2014		Automatic
Assistant	Public Sites	07/01/2015		Automatic
Long-term Substitute Assistant	All Sites	08/13/2014		Automatic
Long-term Substitute Lead	All Sites	08/13/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
AA / AAS	Child Development		Earned	08/13/2014	Yes	2015-2016 : No	Edit	Delete

Private Site:

Teacher: Benita Long

Please enter the teacher's legal name.

First Name: Benita Middle Name: Maiden Name: Last Name: Long Active: Active

Teacher Ethnicity: Hispanic Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Edit	Delete
Prior Year	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Assistant	08/18/2015	06/07/2016	Teacher is an assistant, and is not reimbursed.		

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	08/07/2014		Automatic
Long-term Substitute Assistant	All Sites	08/07/2014		Automatic
Long-term Substitute Lead	All Sites	08/07/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
AA / AAS	Early Childhood Education		Earned	08/07/2014	Yes	2015-2016 : No	Edit	Delete

New Teacher Assistant – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Public School** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for NCLB exception/education/credentials.

Teacher: Alice Cooper

Please enter the teacher's legal name.
 First Name: Alice
 Middle Name:
 Maiden Name:
 Last Name: Cooper
 Active: Active

Teacher Ethnicity: Hispanic
 Teacher's Race (Check at least one, and all that apply):
 Yes No
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American
 Yes No Working Toward NA
 If yes, check all that apply:
 2 Years of relevant ECE experience
 6 ECE semester hours

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

Classroom Assignment
 The Teacher is not approved to teach in a public site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Grove Park Elementary	GP1	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	Public Sites	07/01/2016		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
							New

Licensure

License	Status	Effective Date	6 Documented Hours	
				New

Credentials

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
					New

Teacher Qualification - One of the following criteria must be met:
 Assistant: An Assistant Teacher in the public schools who meets the NCLB exception must have also completed at least 6 semester hours in early childhood education or have 2 years work experience in an early childhood setting.
 Assistant: Assistant Teacher must be working towards or holds an AA degree in Early Childhood Education or Child Development.
 Assistant: An Assistant Teacher must be working on or have earned a CDA credential.

Once you enter the **required information**, the Teacher Assistant assignment to the public school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Alice Cooper

Please enter the teacher's legal name.
 First Name: Alice
 Middle Name:
 Maiden Name:
 Last Name: Cooper
 Active: Active

Teacher Ethnicity: Hispanic
 Teacher's Race (Check at least one, and all that apply):
 Yes No
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American
 Yes No Working Toward NA
 If yes, check all that apply:
 2 Years of relevant ECE experience
 6 ECE semester hours

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Grove Park Elementary	GP1	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Edit Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	Public Sites	07/01/2016		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
							New

Licensure

License	Status	Effective Date	6 Documented Hours	
				New

Credentials

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
					New

New Teacher Assistant – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Private** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Alice Wonderland

Please enter the teacher's legal name.
 First Name: Alice
 Middle Name:
 Maiden Name:
 Last Name: Wonderland
 Active: Active Inactive

Teacher Ethnicity: Yes No
 Teacher's Race (Check at least one, and all that apply):
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Education, License and Credentials are Editable

Classroom Assignment
 The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Care-O-World Enrichment Center	01	Assistant	08/01/2016	06/15/2017	Teacher is an assistant, and is not reimbursed.	Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	07/01/2016		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
AA / AAS	Early Childhood Education		Working On			2016-2017 : Not Applicable	Edit Delete New

Licensure

License	Status	Effective Date	6 Documented Hours	
				New

Credentials

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
					New

NOTE:
No option for NCLB Exception

Teacher Qualification - One of the following criteria must be met:
 Assistant: Assistant Teacher must be working towards or holds an AA degree in Early Childhood Education or Child Development.
 Assistant: An Assistant Teacher must be working on or have earned a CDA credential.

Enter Education Information

Once you enter the **required information**, the Teacher Assistant assignment to the private school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Alice Wonderland

Please enter the teacher's legal name.
 First Name: Alice
 Middle Name:
 Maiden Name:
 Last Name: Wonderland
 Active: Active Inactive

Teacher Ethnicity: Yes No
 Teacher's Race (Check at least one, and all that apply):
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Care-O-World Enrichment Center	01	Assistant	08/01/2016	06/15/2017	Teacher is an assistant, and is not reimbursed.	Edit Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	07/01/2016		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
AA / AAS	Early Childhood Education		Working On			2016-2017 : Not Applicable	Edit Delete New

Licensure

License	Status	Effective Date	6 Documented Hours	
				New

Credentials

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
					New

Teacher Assistant – Convert To Change Request:

When you **Click Next** from the **Place Teacher** screen and the Teacher Assistant's education/credentials need to be reviewed by DCDEE, **you will need to submit a change request.**

Click the Convert To Change Request button.



NORTH CAROLINA
NC Pre-K
Prekindergarten Program

Plan: test Beaufort/Hyde Partnership for Children Edit Mode: Change Request
 Contract Number: 2633417 User: Jeanne Barnes Fiscal Year: 2016-2017

Home
NCPKKids
Instructions
Logoff

Committee
Contract Info
County
Sites
Classrooms
Teachers
Budget
Instructions

Teacher: Adrian Winters

Please enter the teacher's legal name.

First Name: Change Name

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: Hispanic

Teacher's Race
(Check at least one, and all that apply)

Yes No
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American
 Yes No Working Toward NA

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

If yes, check all that apply:

2 Years of relevant ECE experience
 6 ECE semester hours

[Education, License and Credentials are Editable](#)

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Care-O-World Enrichment Center	03	Assistant	07/01/2016	07/02/2016	Teacher is an assistant, and is not reimbursed.	Delete
Prior Year	Eastern Elementary	04	Assistant	08/18/2015	06/09/2016	Teacher is an assistant, and is not reimbursed.	

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	Public Sites	07/01/2016		Automatic
Long-term Substitute Assistant	All Sites	10/07/2014		Automatic
Long-term Substitute Lead	All Sites	10/07/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS		Human Growth and Development	Earned	10/07/2014	Yes	2016-2017 : Not Applicable 2015-2016 : No	Edit	Delete

New

Convert To Change Request

↑

Degree is in Human Growth and Development. This individual's education needs to be verified by the Workforce Education Unit.

When you click the **Convert To Change Request** button, the next screen will allow you to create a change request. Choose **Verification By Workforce Education Unit** from the drop-down list.

Click the **Create Change Request** button.

Teacher: Adrian Winters

Please enter the teacher's legal name.

First Name: Middle Name: Maiden Name: Last Name: Active:

Teacher Ethnicity: Hispanic Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?
 Yes No Working Toward NA

If yes, check all that apply:
 2 Years of relevant ECE experience
 6 ECE semester hours

Classroom Assignment
 The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Care-O-World Enrichment Center	03	Assistant	07/01/2016	07/02/2016	Teacher is an assistant, and is not reimbursed.	<input type="button" value="Delete"/>
Prior Year	Eastern Elementary	04	Assistant	08/18/2015	06/09/2016	Teacher is an assistant, and is not reimbursed.	

To send a classroom request to DCDEE for review, please select the reason before clicking the Create Change Request button.

Verification by Workforce Education Unit

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	Public Sites	07/01/2016		Automatic
Long-term Substitute Assistant	All Sites	10/07/2014		Automatic
Long-term Substitute Lead	All Sites	10/07/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS		Human Growth and Development	Earned	10/07/2014	Yes	2016-2017 : Not Applicable 2015-2016 : No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

When you click the **Create Change Request** button, the next screen will be the **Change Request** screen.

When you click **Submit and Save** from this screen a change request will be created for DCDEE staff to review/approve.

Note: The system will generate an automatic comment for the change request explaining what needs to be reviewed by DCDEE staff.

Add Additional Teacher Type
 This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approved, then that teacher can be placed in any classroom for the duration of the change request. A change request has been sent to the NC Pre-K State Office to approve the requested changes. The current status is Submitted.

Click the Save button to save a change request comment, or the Back button to go back to the previous screen.

Teacher Name: Adrian Winters

Requested

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

Start Date:

End Date:

Approved

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

CR #6

New Comment:
 Submitted

Comment History:
 07/11/2016 12:19:25 PM System Update
 Jeanne Barnes created a change request from a pending assignment because of: Verification by Workforce Education Unit

Attention!

Long-term Substitutes (Lead and Assistant):

Long-Term Substitute Teachers (Lead or Assistant) can be placed in a site/classroom for a maximum of 84 calendar days (12 weeks).

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

An **error message** will appear if you enter a start and end date that **exceeds 84 calendar days**.

The header shows the North Carolina Pre-K Prekindergarten Program logo on the left. On the right, it displays: Plan: test Bladen County Schools, Edit Mode: Change Request, Contract Number: 2633817, User: Jeanne Barnes, and Fiscal Year: 2016-2017. Below this is a navigation bar with buttons for Home, NCPKKids, Instructions, and Logoff. A secondary row of buttons includes Committee, Contract Info, County, Sites, Classrooms, Teachers (highlighted), Budget, and Instructions.



You have requested that the teacher be placed for 92 calendar days. For a long term sub, the maximum allowed time in the classroom is 84 calendar days.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

- New Teacher--
- Christy Hales
- Kathi Ward
- Satella Washington
- Tammy Jordan
- Alfredia Bryant
- Debbie Brisson
- Kathryn King Edge
- Sharon Fryar
- Tonya Landreth
- Betsy Helms
- Jacqueline Johnson
- Kelley Rachels
- Stephanie Worley
- Trema Hunt
- Betty Wilds
- Janice Monroe Robinson
- Laurin McNeill
- Susan Faulkner
- Valerie Morris
- Brenda McDowell
- JANICE SMITH
- Michelle Melvin
- Tammy Jackson
- Viola Lennon Freeman
- Carolyn Richardson
- Julia Brawley
- Sandra Autry Hopkins

Please enter the teacher's legal name.

First Name	Middle Name	Maiden Name	Last Name
Blake			Shelton

Teacher Ethnicity: Hispanic Yes No

Teacher's Race (Check at least one, and all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American



Teacher Type: Long-term Substitute Lead

Site: Child Care Network, Inc #86 Site Type: Private For-profit child care center

Classroom: Child Care Net.#86

Start Date: 8/1/16 End Date: 11/1/16

Cancel Next  Next



To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

Long-term Substitute Lead:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Lead Teacher**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Blake Shelton

Please enter the teacher's legal name. **Teacher Ethnicity:** Hispanic Yes No

First Name: Blake **Teacher's Race**
 (Check at least one, and all that apply)

Middle Name:

Maiden Name:

Last Name: Shelton

Active: Active

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Child Care Network, Inc #86	Child Care Net.#86	Long-term Substitute Lead	08/01/2016	10/23/2016		Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
							New

Teacher Qualification - One of the following criteria must be met:

Long-term Substitute Lead: A Long-Term Sub Lead teacher must have earned a BA or higher degree an ECE or ECE Related Field.

Long-term Substitute Lead: A Long-Term Sub Lead teacher must have earned an AA or higher degree in Child Development or Early Childhood Education.

Once you enter the **required information**, the Long-term Substitute Lead Teacher assignment to the site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Blake Shelton

Please enter the teacher's legal name. **Teacher Ethnicity:** Hispanic Yes No

First Name: Blake **Teacher's Race**
 (Check at least one, and all that apply)

Middle Name:

Maiden Name:

Last Name: Shelton

Active: Active

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White / European American

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Child Care Network, Inc #86	Child Care Net.#86	Long-term Substitute Lead	08/01/2016	10/23/2016	NC Pre-K Primary: \$550	Edit Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	05/15/2015		Automatic
Long-term Substitute Assistant	All Sites	05/15/2015		Automatic
Long-term Substitute Lead	All Sites	05/15/2015		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
AA / AAS	Early Childhood Education		Earned	05/15/2015		2016-2017 : Not Applicable	Edit Delete New

Long-term Substitute Assistant:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Teacher Assistant**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Burt Reynolds

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: **Hispanic** Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White / European American

[Education, License and Credentials are Editable](#)

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Pending	Child Care Network, Inc #86	Child Care Net.#86	Long-term Substitute Assistant	08/01/2016	10/23/2016	Teacher is an assistant, and is not reimbursed.	Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Long-term Substitute Assistant	All Sites	06/15/2012		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned or Higher	GPA 2.5 or Higher	6 Documented Hours	
High School Diploma/GED			Earned	06/15/2012		2016-2017 : Not Applicable	Edit Delete New

Teacher Qualification - One of the following criteria must be met:

Long-term Substitute Assistant: A Long-Term Sub Assistant teacher must have at least a High School Diploma / GED.

Once you enter the **required information**, the Long-term Substitute Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Burt Reynolds

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: **Hispanic** Yes No

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White / European American

[Education, License and Credentials are Editable](#)

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Active	Child Care Network, Inc #86	Child Care Net.#86	Long-term Substitute Assistant	08/01/2016	10/23/2016	Teacher is an assistant, and is not reimbursed.	Edit Delete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Long-term Substitute Assistant	All Sites	06/15/2012		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned or Higher	GPA 2.5 or Higher	6 Documented Hours	
High School Diploma/GED			Earned	06/15/2012		2016-2017 : Not Applicable	Edit Delete New

Change Requests:

From the **Place Teacher** screen, you have the ability to create a **Change Request** by making a selection from the drop down list and clicking **Next**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

--New Teacher-- Burt Reynolds JANICE SMITH Michelle Melvin Tammy Jackson
 Alfredia Bryant Carolyn Richardson Julie Brawley Sandra Autry-Hopkins Tammy Jordan
 Betsy Helms Christy Hales Kathi Ward Satella Washington Tonya Landreth
 Betty Wilds Debbie Brisson Kathryn King Edge Sharon Fryar Trema Hunt
 Blake Shelton Jacqueline Johnson Kelley Rachels Stephanie Worley Valerie Morris
 Brenda McDowell Janice Monroe Robinson Laura McNeill Susan Faulkner Vicki Lennon Freeman

Teacher Type:

Site:

Classroom:

Start Date: End Date:

Next

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

- Change in Education / License
- Change in Payment Rate
- Verification by Workforce Education Unit

Change Requests are used for the following reasons:

- Change in Education/License** – For example, a teacher held a NC Lateral Entry BK license and now holds a SP1 BK license.
- Change in Payment Rate** – For example, a teacher was at the \$600 payment rate but now should receive a \$650 payment rate due to receiving their SP1 BK license.
- Verification by Workforce Education Unit** – For Teacher Assistants in **Private Sites only**. You can also use the **Convert To Change Request** button.